

THE STATE OF TEXAS)
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COUNTY OF BELL)

A contract made the _____ day of _____ 19_____, between _____, hereinafter called the contractor, and _____, hereinafter called the occupant, whereby it is agreed as follows:

1. The contractor shall, at his own costs, charges and expenses, clean Government quarters located at _____, in strict accordance with the terms and conditions of the contract and specifications listed below in paragraph 1a and 1b. Performance by the contractor shall begin on or about _____ and the contractor shall complete all performance in compliance with this contract not later than 1600 hours on the third calendar day after the performance begins.

a. INTERIOR SPECIFICATIONS:

(1) Floors: Floors will be cleaned so as to be free of all dirt, wax, stains, deposits, debris, cleaning solutions and standing water. Wax removal is accomplished when surfaces have all wax removed down to the flooring material. Once cleaned, the floors will be properly waxed. Solvent base wax will be used on wood floors. Water emulsion liquid wax will be used on linoleum, asphalt, or vinyl tile. Acrylic will not be used on floors. A properly waxed floor will have a thin, even coating of the appropriate wax, buffed, if necessary, to a uniform shine, leaving no heavy brush marks including up to the baseboards and into the corners of the floor.

(2) Ceramic tile and cement floors will be washed, cleaned and dried. (Wax will not be applied.) Ceramic tile surface will be bright, free of film, streaks and deposits.

(3) Carpets: Carpet will be thoroughly vacuumed and steam cleaned. Dirt, grease, and stains will be removed from carpet. A properly cleaned carpet is free of streaks, stains/spots and will have a uniform appearance.

(4) Walls and ceiling: All walls will be cleaned so as to be free of all dirt, grease, oil, and other foreign matter and have a uniformly clean appearance. This includes, but is not limited to, hand and finger prints, pen, pencil, crayon marks, tape residue, and cobwebs. Molley bolts/screws will not be removed from walls.

(5) Woodwork: Baseboards, picture molding, stairways, and window sills, both inside and outside of windows, will be dusted and, if necessary, washed to remove marks. The tops of doors and window frames will be dusted. Varnished woodwork will not be waxed, but will be cleaned. Floor wax and stains will be removed from baseboards, shoemold and walls. Interior and exterior doors and frames will be cleaned and free of dirt and stains on both sides. This includes glass doors and the track sliding doors. A properly dusted surface is free of all dirt and dust, dust streaks, film and stains.

(6) Cabinets, closets, drawers, and shelves: All tape, staples, and tacks will be removed. All food particles, and trash will be removed and shelves will be washed, cleaned, and free of dirt and stains.

(7) Windows/Screens and Mirrors: The inside and outside surfaces of all first floor windows and the inside surface of all upstairs windows including window frames will be cleaned and free of spots, streaks, film, deposits, and stains. Window screens, sills, and curtain rods will be cleaned. Decals (except child find stickers) and stickers are to be removed. Mirrors will be cleaned to shine and be streak free. Glass is clean when it has a uniformly bright appearance; and when adjacent surfaces have been wiped clean.

(8) Blinds/Shades: Slats, heads, rails, and tapes, will be free of dust, smudges, dirt and, if necessary, washed with all-purpose synthetic detergent solution to remove dirt and smudges.

(9) Lighting Fixtures: All components, including incandescent bulbs will be cleaned of insect, dirt, lint, film, and streaks. Globes and lamp shades will be removed, cleaned, and replaced.

(10) Plumbing Fixtures: Commodes, wash basins, kitchen sinks, tubs, showers, basement pipes and faucets will be thoroughly cleaned and deodorized. Particular attention will be given to the area under rim of commode. All cleaned metal items will be without mineral deposits and soap cleaner residue. Cleaner will be removed from adjacent surfaces.

(11) Wall-type heaters will not be disassembled. However, the cover will be removed and the lint, dust and trash removed.

(12) Heater Closets, Utility Area, and Basements: Remove cobwebs, dust, soot, and other dirt by broom sweeping.

(13) Ventilators, Air Vents, and Range Hoods: Exhaust fans, including louvers and filters, will be free of dust and grease. Fans themselves, as opposed to the exhaust fan housing will not be disassembled any further than is feasible without the use of tools. Grease, stains, and dirt sediments will be completely removed inside and outside. Permanent filters will be cleaned and/or replaced with new permanent filters.

(14) Quarters Appliances:

(a) Refrigerator and Freezer: The refrigerator and freezer will be free of all food particles, stains, odors, tarnish, lint, dust, accumulated ice, water, and cleaning streaks on the inside and outside areas to include doors, door gaskets, back, drain pan, racks, vegetable bins, sides, top, and coils in back. The use of soda water or vinegar solution helps remove odors. Freezer will be defrosted and free of all accumulated ice by disconnecting, then use exhaust end of vacuum cleaner or pans of hot water to safely accelerate defrosting. Removing ice or frozen ice trays with any kind of sharp instrument such as an ice pick or knife is prohibited. Door gaskets will be cleaned. Surfaces beneath, above, and behind refrigerator will be cleaned. Refrigerator will be moved away from wall for cleaning and moved back after cleaning. Refrigerator with connected ice-makers will be pulled away from wall with caution as to not disconnect water line. After cleaning, set temperature control to lowest setting.

(b) Ranges: Ranges and built-in ovens will be thoroughly cleaned inside and out. Burners, grill tops, broilers, broiler pans, ovens, oven racks, and component parts will be free of all burnt/crusted on food particles, grease, dirt, and cleaning residue. Lye or other caustics which would damage the finish will not be used. Oven cleaner **will not** be used on self clean ovens. Ranges with flexible hose will be pulled out from the wall and cleaned. Ranges with pipe in solid will not be pulled out from the wall, however, an attempt should be made to remove debris from behind and under the range.

(c) Dishwashers/Microwaves/Garbage Disposals: All food particles, stains, odors, standing water, and cleaning residue will be removed from inside and outside of appliances. Garbage disposal will be free of all food particles and foreign matters.

b. EXTERIOR SPECIFICATIONS:

(1) Outside Areas: Exterior wall must be neat in appearance, free of dirt, cobwebs, and graffiti. Carports, patios, balconies, walks, and stairways must be swept broom clean and cleared of all debris. An attempt must be made to remove any oil or grease from paved areas.

(2) Grounds will be thoroughly policed, free of papers, rubbish, and leaves. Lawns will be mowed, edged and raked. Shrubbery and hedges will be neatly trimmed, and flower beds weeded and policed. Where applicable, ivy and vines will be cut away from windows and doors.

(3) Storage/Utility Areas: Outside storage areas must be free of personal items, debris, and swept clean.

(4) All trash and lawn debris accumulated during cleaning will be removed from the premises. Trash and garbage will not be left at curbside on the day of inspection.

(5) Trash cans will be empty and any crusted-on garbage, oil, etc., removed. Trash cans will be placed in store room.

2. Contractor hereby acknowledges receipt of \$ _____ which sum represents full payment for the work to be performed hereunder.

For all interior work: \$ _____

For all exterior work: \$ _____

Total: \$ _____

3. The contractor shall not employ a subcontractor for the execution of this work or any part thereof, but shall personally superintend the same.

4. From commencement through and including completion of performance herein contracted for, the contractor shall be responsible for the above described quarters and for the keys, equipment and all other Government property contained therein or issued by the occupant or the Housing Office as a result of this contract and the contractor agrees to be held absolutely liable and hold occupant harmless from any liability for any damage or destruction to the same except for damage or destruction which the contractor can show resulted from natural forces without negligence on the part of the contractor or from the acts of persons other than the contractor or his agents or employees. Commencement of performance occurs when the contractor accepts the keys to the quarters from the Housing Office. Completion of work and performance occurs when all work has been performed and approved by an authorized representative of the Housing Office.

5. The contractor guarantees that the above-described quarters will pass final inspection by the Housing Office not later than _____ or shall pay to the Treasurer of the United States liquidated damages in the amount of \$32.00 per day plus a one time cost of \$209.41 (without carpet) or \$334.41 (with carpet) incurred by the Government to have quarters cleaned if cleaning team defaults on contract. The liquidated damage will be remitted to the Finance Officer as a cash collection through the Family Housing Office.

6. Occupant hereby appoints the Chief, Housing Division, as agent for occupant for the enforcement of the provisions of this contract and collection of any liquidated damages, effective at the time occupant signs quarters back to Housing.

7. In return for permission to enter Fort Hood to perform this contract, contractor hereby accepts full and complete responsibility for any and all damages suffered by contractor or its employees, agents or representatives resulting from the performance of this contract. Contractor hereby waives any liability on the part of the Government and agrees to indemnify and hold the Government harmless from any cause of action arising hereunder.

SIGNATURE OF CONTRACTOR

WITNESSED BY

SIGNATURE OF OCCUPANT